



# Virtual Cooking Demo Checklist for the Moderator

This document is supplemental to the Virtual Cooking Demo Videos.  
Please reference the videos for further details.

## In-Advance Preparation:

- Create a Zoom event (as a recurring meeting)
- Select desired Zoom settings
- Prepare a flyer
- Research information on the recipe
- Prepare the recipe card
- Manage attendance
- Practice pronunciation
- Watch past demos

## 1-2 Days Before Demo:

- Recipe card upload
- Other materials

## Morning of Demo:

- Log into Zoom early
- Enable Closed Captioning
- Select other staff to co-host
- Mute audio for all who are not presenting
- Spotlight
- Play instrumental music
- Remove the waiting room

## Conducting the Demo:

- Take notes
- Attendance
- Two cameras
- Recording reminder
- Live transcript
- Recipe card plus recording
- Request for feedback and pictures
- Start recording
- Display the flyer
- Accessing past demos
- Monitor the chat
- Screenshots
- End recording
- Attendance
- Shout-outs
- Recipe card plus recording
- How to unmute
- How to raise hands

## Post-Cooking Demo Tasks:

- Save the recording
- Upload cooking demo items
- Upload to YouTube and share
- Export attendance report
- Update cooking demo library